



DEPARTMENT OF ENVIRONMENT AND CONSERVATION

FILE REQUEST

DEPARTMENT USE ONLY

DIVISION(S): _____

DATE: _____ APPOINTMENT TIME: _____ (A.M. / P.M.)

COMPLETE THE FOLLOWING (OR ATTACH YOUR BUSINESS CARD):

NAME/COMPANY Eric Wooldridge / T.E.C.ADDRESS 5268 Old Hickory Blvd.CITY Nashville STATE TN ZIP 37218 TELEPHONE (615) 424-0642File Review Procedures

1. Public records are available for review during the normal business hours from 8:00 a.m. until 4:30 p.m., Monday through Friday, except holidays. For your convenience and to assure prompt service and adequate time for file review, it is recommended appointments be made during the hours of 8:30 a.m. and 3:00 p.m. Some documents in our files are confidential under the Tennessee laws. Some documents may contain information that is confidential that can be redacted.
2. The number of files reviewed at one time may be limited without authorization from the Division Manager or Environmental Assistance Center Administrative Manager.
3. Briefcases and other accessories (with the exception of writing materials -- notepads, pencils, etc.) are not allowed in the file area.
4. Do not mark on the file(s) or change the order of documents within the file(s).
5. Routine copies are charged at the rate of 10 cents per page. Non-routine copies are charged at the rate of 40 cents per page. Non-routine electronic copies are charged at the rate of \$5.00 per floppy disk and \$10.00 per CD disk. There may be additional charges to recover the cost for odd size, or otherwise difficult to handle copies. All charges are payable in advance by exact cash or check only.
6. Tags will be provided to mark any pages for staff to copy.
7. Staff will make copies as their work schedule permits. It may be necessary to return for the copies, or they may be mailed upon request.

I have read and understand the above file review procedures.

Eric Wooldridge
Signature

Date

| FACILITY NAME | FACILITY I.D. # | COUNTY | # OF PAGES COPIED |
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| | NRS 06-121 | Hamilton | 7 |
| | NRS 04-384 | Ham. | 8 |
| | NRS 04-381 | Ham. | 11 |
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| | NRS 01-416 | Ham. | 13 |

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NRS 00-112 / Hamilton / 10 pages

NRS 00-025 / Ham. / 16

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NRS 98-688 / Ham / 14

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NRS 97-484 / Ham. / 10

NRS 97-250 / Ham / 25

NRS 97-386 / Ham / 20

Total = 176



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